

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR0839758**
POSITION NO: **202086**
POSITION TITLE: _____

DATE POSTED: **01/12/15**
CLOSING DATE: **01/26/15**

DEPARTMENT NAME / WORKSITE: **Department Manager III**
DNR/Historic Preservation/ Window Rock, Arizona
WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: AB70A
WORK HOURS: 8am - 5 pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 67,433.60 PER ANNUM
SEASONAL: ☐ DURATION : _____ \$ 32.42 PER HOUR
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Plans, organizes and directs department activities; approves and assist short and long term work plans with program managers; develops and implements guidelines and policies; negotiates contract agreements with various entities; develops and implements internal control policies regarding fiscal management, budgetary and Personnel policies; Dealing with various committee of the Navajo Nation; lead in all Historic Preservation activities pertaining to Navajo Nation and its people; provides technical assistance and support in Archaeology pursuant to Section 106 of the National Historic Preservation Act (NHPA) of 1966 regarding all undertakings and projects on Federal Lands, which may affect historic/cultural resources of importance to the Navajo Nation and its people. Reviews, interprets and approves recommendations on the impacts of proposed projects on cultural resources and reviews mitigation measures; develops and approves field visits to assess and ensure archaeological sites are avoided by construction or development activities; Dealing with human remains, funerary and ceremonial items and artifacts.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or closely related field; and six (6) years of administrative or management experience, of which two (2) years must have been in a supervisory capacity.

Preferred Qualifications:

- A Master's degree in Public or Business Administration or a closely related field.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge and interpretation of Historic Preservation Laws: NHPA, NAGPRA, NEPA, ARPA, NNCRPA and Jishchaa' Policy. Knowledge of Navajo Nation, Federal and State Laws & Codes, regulations, policies and procedures; Knowledge of MOU, MOA, EIA, PA and ACES; Knowledge of Navajo traditions and culture; Knowledge and skill in identifying sacred and traditional sites, objects and cultural patrimony and their importance to the Navajo people; Knowledge of archaeological principles, techniques, theories and concepts methodology; Knowledge of historic preservation regulations, guidelines, policies, procedures and standards; Skill in identifying, evaluating, mitigating effects of impacts on archaeological and historic resources; Skill in analyzing archaeological artifacts; Must possess a strong oral, writing/grammar and interpretation skills; Knowledge of modern principles and practices of public administration; knowledge of strategic planning, contract writing and negotiation; Knowledge of budgetary and reporting systems, financial controls, department and staff performance methods and measures; Skill in developing and analyzing department strategic plans and budgets; Skill in report writing; Skill in managing staff and establishing, maintaining open communication and cooperative effective working relationship; providing advice and direction to program managers and staff.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.